YE Document for Period End Estimates for Obligations

Purpose

The Standard Voucher (YE) document is used to record Year-End Estimates.

Tables updated

The YE document updates the following tables:

◆ Journal Voucher and Standard Journal Table (JVLT)

◆ Self-Reversing Journal Voucher Inquiry Table (RVJV)

◆ Budget Execution tables

◆ Cross-Reference tables

◆ General Ledger tables

Example YE document header screen

Below is an example of the YE document header screen.

```
COMMND:                  DOCID: 1                        06/27/00 17:24:00
STATUS: ACCPT            BATID:                SEC2:
H-
                            STANDARD VOUCHER DOCUMENT

                 SV DATE:                        ACCOUNTING PERIOD: 2
                  ACTION:    EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 3
              BUDGET FYS:                                    FUND:
         REVERSAL PERIOD: 4
                 COMMENT:                BUDGET OVERRIDE IND:
             REF TRANS ID:

          DOCUMENT TOTAL: 5

              DESCRIPTION:
```

Create a YE Document

Required fields

The table below shows the required fields for the YE document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	YE (type of document)
		SEC1 Code	See *Appendix B: GIPSA Spending Document Numbering Scheme*
		Document #	See *Appendix B: GIPSA Spending Document Numbering Scheme*
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 03 for February 2003)	
3	EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR	E to record an expense	
4	REVERSAL PERIOD	Two-digit fiscal month and two-digit fiscal year (e.g., 05 03 for February 2003) in which the transaction will be automatically reversed	
5	DOCUMENT TOTAL	Total amount of payment	

Create a YE Document, *continued*

Enter YE document header screen

To enter a YE document header screen, follow the steps below:

Step	Action	
1	FROM A TABLE: Type L in ACTION of a table. In TABLEID type YE. Press the spacebar twice to clear remaining data. Press Enter. Tab twice to the field following the YE, and type in the SEC1 code. (See *Appendix B: GIPSA Spending Document Numbering Scheme.*)	FROM WITHIN A DOCUMENT: Type NEW in COMMND of a document. Tab to DOCID, and type YE. Tab to the next field, and type in the SEC1 code. (See *Appendix B: GIPSA Spending Document Numbering Scheme.*)
2	Tab once and type in the document number. (See *Appendix B: GIPSA Spending Document Numbering Scheme.*)	
3	Press Enter.	
4	Tab to ACCTG PD, and type in the current accounting period (fiscal month MM, fiscal year YY).	
5	Tab to EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR, and enter an E for an expense.	
6	Tab to REVERSAL PERIOD, and type in the two-digit fiscal month and two-digit fiscal year in which the transaction will be reversed.	
7	Tab to DOCUMENT TOTAL, and type the total amount.	
8	Press Enter, and the YE line screen will appear.	
9	Fill in the line screen fields. (Steps detailed in next sections.)	

Create a YE Document, *continued*

Example YE document line screen

Below is an example of the YE document line screen.

```
COMMND:                DOCID:                              06/27/00 17:24:42
STATUS:                BATID:                 SEC2:        001-001 OF 002
01-
    LINE NUMBER: 1             TRANS TYPE: 2      EXP/REV/GL/BUD:
  BUDGET FYS:                     FUND:           DIVISION:
  BUDGET ORG/SUB:          COST ORG/SUB:                    PGM: 3
  BOC/REV SOURCE:4 SUB BOC/SUB SRCE:    JOB:          RPTG:
    CLOSED BFYS:            CLOSED FUND:
  VENDOR: 5            NAME:                                 QUANT:
  SCHD FISC YR:      SCHD CAT:     SCHD TYP:     SCHD NO:
  D.O.:          GUEST SYMBOL:
  REF TRAN ID:               DOC TYP:  AGREE #:                 ADV:
  INVOICE NO:                   INVOICE DATE:        INVOICE LINE:
  AMOUNT:   6              INC/DEC IND:     ACC DATE:            OBL FY:
  DESCRIPTION: 7                              TREAS NO:
```

Required fields

The table below shows the required fields for the YE document line screen. The fields are numbered in the example screen:

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	UN (for estimates for undelivered orders) DE (for estimates for delivered orders or accrued expenditures)
3	PGM	Program code
4	BOC/REV SOURCE	Budget Object Code
5	VENDOR	Vendor code If GIPSA cannot specify the vendor, use an appropriate miscellaneous vendor code from the VEND table.
6	AMOUNT	Total amount of this line item
7	DESCRIPTION	Type of estimate

*Enter YE document
line screen*

To enter a YE document line screen, follow the steps below:

Step	Action
1	In LINE NUMBER type a 3-digit number for each line from 001 to 999.
2	Tab to TRANS TYPE, and type the appropriate transaction type: DE – Estimates for delivered orders UN – Estimates for undelivered orders.
3	Tab to PGM, and type the program code (management code) from the PGMT table.
4	Tab to BOC/REV SOURCE, and type the budget object code from the BOCT table. A budget object code is required for expenditures.
5	Tab to VENDOR, and type the vendor code. Note: If GIPSA cannot specify the vendor, use an appropriate miscellaneous vendor code from the VEND table.
6	Tab to AMOUNT, and type the total amount for the line.
7	Tab to DESCRIPTION, and type in a description of the type of estimate.
8	Repeat steps 1-7 for remaining lines.
9	Press Home, and type E in COMMND.
10	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is PEND1.
11	If there are no error messages at the bottom of the screen, close the document, and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
12	The person who approves the document will be able to type R in COMMND, and press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

Create a YE Document, *continued*

RVJV table

Below is an example screen of the Self-Reversing Journal Voucher Inquiry Table (RVJV), which will show results of Standard Voucher (SV/YE) documents, which have a reversal period.

```
ACTION: S TABLEID: RVJV USERID: CVNA
            *** SELF-REVERSING JOURNAL VOUCHER INQUIRY TABLE ***
KEY IS REVERSAL PERIOD, TRANS CODE, NUMBER

  REVERSAL PERIOD   TRANS CODE    NUMBER      DIVISION   BUDGET OVERRIDE IND
     ---------------   ----------   -----------   ---------   -----------------
  --
  01-    01 08            SV        11010400001   HQ               N
  02-    01 08            YE        GVTS01        HQ               N
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

YE document →